

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Fire Inspector

BAND	GRADE	
NE	622	
DEPARTMENT: Fire	ACCOUNTABLE TO: Fire Division Chief	FLSA STATUS: Non-Exempt
CLASS SUMMARY: Incumbents are responsible for determining cause or origin of fires and performing duties related to fire code enforcement. Duties include: conducting fire inspections of commercial and multi-family new construction sites; responding to fire and other emergency scenes; investigating fires to determine cause and origin; verifying code compliance in processes or operations which utilize hazardous or combustible materials; evaluating proposed site plans for emergency access and ground tactics; processing new business license applications; analyzing and approving plans and specifications for compliance with life safety codes and standards; conducting analysis of hazardous chemicals and substances; maintaining inspection records; and, drafting correspondence to communicate fire protection and prevention requirements, codes and standards.		
DISTINGUISHING CHARACTERISTICS: The Fire Inspector is a stand alone classification. The Fire Inspector is distinguished from all other fire classes by the primary focus of performing inspection and investigation activities.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FREQUENCY	
1.	Conducts site inspections for new and existing commercial and multi-family buildings to include: ensuring compliance with codes and regulations, determining fire access and evaluating the operational elements and effectiveness of fire protection equipment and systems.	Daily	
2.	Reviews fire protection plans and procedures to determine the level of protection appropriate for the level of hazards; evaluates and prescribes methods for processes involving hazardous materials or substances.	Daily	
3.	Analyzes and approves plans and specifications for compliance with life safety codes and standards.	Daily	

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4.	Prepares correspondence and written reports for compliance with building and life safety issues.	Daily	
5.	Conducts analysis of hazardous chemicals and substances for industrial use and storage.	Weekly	
6.	Maintains databases and files for required reports and related fire protection equipment and systems and hazardous materials.	Weekly	
7.	Investigates sites in order to determine the cause and origin of fires, hazardous materials and environmental crimes.	Weekly	
8.	Evaluates, researches and approves alternative protection measures for specialized operations or processes. Develops policies and procedures for code adoption.	Monthly	
9.	Instructs classes on hazardous materials and Occupational Safety Hazards Administration (OSHA) standards.	Quarterly	
10.	Responds to fire, hazardous materials and other emergency scenes.	As Required	
11.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Fire behavior;
- Fire suppression techniques and strategies;
- Fire protection techniques and strategies;
- Hazardous materials and substances;
- State and local disaster plans;
- Fire codes and standards.

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Skills (position requirements at entry):

Skill in:

- Inspecting new and existing sites for compliance with fire and life safety codes;
- Enforcing code compliance;
- Evaluating fire protection equipment and systems;
- Reviewing plans and specifications;
- Analyzing hazardous materials and substances;
- Giving presentations to include instructing classes;
- Investigating fires and accidents;
- Preparing detailed reports;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Associate's Degree in Fire Science and five years experience in fire prevention or firefighting; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Positions require:

- Incumbents to be 18 or older;
- Valid Arizona Driver's License;
- International Fire Code 2006 Certification;
- Possession of Firefighter I/II Arizona Certification issued by the Office of the State Fire Marshal;
- Possession of Introductory Fire Investigation Certification issued by the Office of the State Fire Marshal with the ability to attain Level II through IV within three (3) years;
- Possession of or ability to obtain Environmental Crimes Certification within two (2) years;
- Possession of and ability to maintain CPR Certification.

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Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, fingering, feeling, talking, hearing and seeing and repetitive motions.

Compliance with physical fitness program standards as required.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Or;

Very Heavy Work: Exerting in excess of 165 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (clm)

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